

Mr. [redacted]

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MEMORANDUM FOR: Chief, Support Staff

25 September 1952

SUBJECT : Weekly Activity Report

1. ITEMS OF ADMINISTRATIVE INTEREST

a. A meeting was held with the Bureau of Employee Compensation, Department of Labor, relative to the processing of Compensation Claims of [redacted] employees [redacted] In attendance from the Agency were Messrs. [redacted] from OTR, Mr. [redacted] from Personnel Office, and Mr. [redacted] from Security Control Staff.

b. The distribution of the Personnel Qualification Questionnaires to all OTR personnel will be completed by 26 September 1952.

c. The Service and Supply Section is now handling the scheduling, assignment, and general control of all OTR space, including classroom space.

d. Mr. [redacted] approved a verbal request that the permanent station of Communication instructor personnel assigned to [redacted] positions remain temporarily as Washington, D. C. to permit the instructors to draw per diem during a period of adjustment, (finding housing, etc.).

e. The Chief, Administrative Staff, Office of Communications, concurred in the proposal that all administrative actions for [redacted] Commo instructor personnel be initiated by OTR. This includes personnel actions, travel orders, requests for advance, travel vouchers, etc.

[redacted]  
Admin. Officer, OTR

25 YEAR RE-REVIEW

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~~SECRET~~